

SEVADAL GUIDELINES

INTRODUCTION:

Sevadals are organizations basically to conduct effective relief and social service activities in a wide-ranging manner. These have been created to fulfill the historical need of enhancing, standardising and coordinating the philanthropic activities of the Mission all over the globe in crucial situations of the human society.

HISTORY:

As a socio-spiritual mission, Ananda Marga has been fundamentally a conglomerate of multifarious service activities from its inception. Apart from starting educational, general welfare and women's welfare activities in early days, its relief wing, namely, AMU, came into existence and soon earned national prominence because of its effective relief operations in draught stricken Bihar in the year 1967. Later, Rev. Baba revealed His master plan for intensive and selfless service network. This was to involve common masses, with their divergent and urgent necessities of life, in most pitiable situations with the motto that not a single creature on this earth should die of starvation or owing to lack of loving care and attention under any circumstances. First, two Sevadals were created in the year 1983. Four more Sevadals were created in 1988. Rests of Sevadals were created in 1990 giving it altogether a new dimension and outlook. He labored very hard, upto the last moment of his mortal life, to implement the grand program of Sevadals and to establish each one of them truly as "people's organisation". We are to go a long way to materialise His ardent desire of totally dedicated service to the humanity in the form of Sevadals, which have been the Master's last-but-one loving dream.

AIMS AND OBJECTIVES:

1. To render effective *all-round services and care* to each person in distress, in every nook and corner of the society.
2. To *reach to the most neglected and downtrodden* people and provide them with different necessities in addition to minimum requirements of life in a regular and parental manner.
3. To establish a well organised *structure* of totally dedicated services by imparting proper training and needed expertise.
4. To maintain constant *link and liaison* with the common people regarding their actual needs and help them in different affairs of their lives without which their living becomes meaningless.
5. To *educate and acquaint* people regarding the true spirit of selfless service, "*pariprashnena sevaya*" so that this becomes a natural expression for all.
6. To create *awareness* amongst masses through different social programmes regarding their rights and responsibilities as ideal social beings and also regarding the permanent solution of socio-economic emancipation of all and sundry.
7. To establish contacts with like-minded organisations and other authorities to mobilise maximum *resources* for huge and intensive service programmes of Sevadals.
8. To inspire everybody for building up relief stores on collective basis everywhere.
9. To participate with and provide assistance to all relief organizations and others and also help various socio-welfare organizations in the matter of protecting their offices, stores, educational and social service centres and other welfare establishments.
10. To maintain coordination amongst different organizations and relief agencies in the matter of smooth materialisation of large-scale service programmes.

DUTIES AND RESPONSIBILITIES:

- A) *Direct Relief Duties:* To implement the existing programmes of various relief-activities directly attached to Sevadals (list attached).
- B) *Indirect Relief Duties:* To help indirectly in implementing specific relief item(s) of all departments, sections and wing.
- C) *Regular and Need Based Relief Services (Alms):* To implement specific relief programmes of Alms-giving attached Sevadals and others (list attached).
- D) *General Relief:* To help and participate in general and emergency relief operations in collaboration with others.
- E) *Special Service Programmes:* To implement items as per list.
- F) *Extra Special Service Programmes:* To implement items as per list.

- G) *Security Assistance*: To fulfill SHOMM duties as per the existing programme
- H) *Study and Survey*: To conduct regular study and survey of village by contacting each house for ascertaining their actual needs etc.
- I) *Trained Relief Volunteers*: To conduct social service camps for training and creating relief volunteers in maximum numbers.
- J) *Relief Stores*: To organise and start relief stores in district and block level to facilitate proper relief activities.
- K) *Special Responsibilities*: To assist AMURT whole-heartedly at the time of emergency relief operations and to help AMUPRESO in permanent relief activities
- L) *General Socio Welfare Activities*:
- M) *Structure*: To create maximum WT and LFT workers and to organise for selection/election of BP, UBP etc. in maximum numbers.
- N) *Publicity*: To publish own newsletters and cheap literature series at different levels and contact other news groups for publicity of Sevalal activities
- O) *Cultural*: To organise and conduct cultural activities on the basis of healthy conventions and outlook.

SPECIFIC PROGRAMMES:

- To implement the *daily programmes of Alms-giving* to the poorer families by 28 Sevalals on the basis of at least one such programme by each one of them in any place of the Bhukti/Block/Panchayat (in phase wise manner).
- To implement the programme of departmental relief of each Sevalal on by-weekly, weekly, fortnightly basis.
- To implement Special and Extra-special Social Programmes in an organised manner by all Sevalals daily.
- To organise relief camps regularly as per the targets.
- To create maximum number of trained relief volunteers in every Bhukti.
- To assign specific Sevalal duties to maximum persons (Sevalal optees)
- To start Sevalal units in Block/Panchayat/Village levels.
- To create BP, UBP/PP/GMP in their respective levels by all Sevalals separately.
- To create ACB structure on different levels.
- To create security volunteers for taking care of SHOMM duties in different units.
- To create WT(s) and LFT(s) as per the targets to post in different levels.
- To conduct maximum meetings (from different platforms), Tattva Sabha, Seminars, and Sadhana shiviras

DESCRIPTION OF SEVALALS:

Total Number of Sevalals	28
AMPS concerned	14
Trade concerned	08
WWD concerned	06
1. AMSD	AMURT (Ananda Marga Universal Relief Team) Sevalal is to work as the leader of all Sevalals. During emergency all the Sevalal will work under the direction of AMSD.
2. MSD	Medical Sevalal
3. ISD	Industry Sevalal
4. Inpro SD	Inpro (Industrial Product) Sevalal
5. MUSD	Master Unit Sevalal
6. FCSD	Food & Care Sevalal
7. RUSD	Renaissance Universal Sevalal
8. ESD	ERAWS (Education, Relief & Welfare Section) Sevalal
9. EMSD	Ek Manav Samaj Sevalal
10. APSD	AMUPRESO (Ananda Marga Universal Permanent Relief Society) Sevalal

11. Com SD	Commerce Sevadal
12. RFSD	Ready Friend—Sevadal for Neo-humanism Department
13. CFPSD	Cooperatives, Farm & PCAP Sevadal
14. PPSD	Press & Paper Sevadal
15. PSD	Public Relations Wing Sevadals
16. FSD	
17. SSD	
18. SSAC SD	Security Wing Sevadal
19. SDSD	Dharma Pracara Wing Sevadals
20. HSD	
21. PMSA SD	
22. PMSD	
23. AMSD(L)	AMURTEL Sevadal
24. NASD	Nari Abhyudaya Sevadal
25. MUSD(L)	Master Unit (Ladies) Sevadal
26. PMSD(L)	Prashiksana Matha (Ladies) Sevadal
27. GPSD	Public Relations Wing (Ladies) Sevadal
28. MSSD	

STRUCTURE:

The Mammoth Pyramidal WT structure from global to diocese level will be as follows
Sevadal Secretary

28 Directors (Global level)

28 Deputy Directors (Sectorial level) in each Sector

28 Inspectors (Area level) in each Area

28 Sub Inspectors (Circle level) in each Circle

28 Supervisors (Zonal level) in each Zone

28 District Supervisors in each district

28 Block Supervisors in each Block

The LFT Structure will be as follows:

Global level: Global Office Assistant

From Diocese level and below Acting Diocese/District/Block Supervisor

ADS (Dept) Diocese (AMPS concerned)

Or AZS (Dept.) Zone (Trade concerned)

For example: ADS, AMSD, ...Diocese

AZS, ASD, ...Zone

There will be the following two types of cadets (security volunteers).

1. Field Duty Cadets (F-Cad)
2. Misc. Duty Cadets (M-Cad)

ORGANISATIONAL STRUCTURE:

ACB	From Global to Block level as in the case of General Departments for each Sevadal
BP, UBP, PP & GMP Structure	As in the General Department for each Sevadal

SEVADAL UNITS:

Each Sevadal Unit at Block/Panchayat/Village level will consist of five optees of Sevadal with the following designations:

1. Secretary
2. Organising Secretary
3. Finance Secretary
4. Member
5. Member

RELIEF VOLUNTEERS:

Persons with service spirit and youthful spirit having attended relief camps and being recognised by the Sevadal Department on the recommendations of the higher level concerning organisational and structural heads (BP, Supervisors etc.) will be considered as Relief Volunteers.

They will work under the immediate instructions from the supervisors for different relief activities in normal and abnormal situations. Relief Volunteers (RV) who demonstrate outstanding performances will be given accreditation certificates from time to time.

RELATION AND INTER-RELATION:

1. The Sevadal Secretary is the structural head of all Sevadals i.e., the entire Sevadal Department.
2. SG 'S' is the controller of Sevadal Department at the Central level.
3. Six Sevadals attached to WWD will work under the immediate supervision of WWD Secretary, but under the policy supervision of the Sevadal Secretary.
4. All concerning Departmental heads, Sections-in-charge and Wing heads are the ex-officio Sevadal Secretary (General) for their particular Sevadals.
5. All Departmental Sevadal Secretaries are to give proper guidance and render effective and material help to the concerning Sevadal for the time bound implementation of their departmental programmes.
6. At normal times all global directors will remain responsible for their own specific departmental work as well as Sevadal programmes in general including structure building.
7. In the matters of Alms distribution, all Sevadals will work under the direct guidance of APSD Director.
8. In Sectors, the Deputy Director of AMSD will be the coordinating head of all Sevadals.
9. AMSD (L) Director will be the coordinating in-charge for six Sevadals attached to WWD. So long as independent Sevadal Deputy Directors are not posted in Sectors, SWWS will remain directly responsible for Sevadal work in the respective sectors.
10. AMSD Deputy Director will be the member of SEC representing the Sevadal department.

SUPERVISION SYSTEM:

All Global Directors are solely responsible for showing proportionate concrete outturn and progress of their respective Sevadals in every month in respect of all the items of their work specifically structure building, regular Sevadal work, utilisation of supervisory workers under them.

FINANCE:

1. Collection and subscriptions from Sevadal optees.
2. General collection from public.
3. Bulk collection from resourceful persons.
4. Funds from governmental and non-governmental funding agencies.

RELIEF ITEMS FOR THE GENERAL SIDE OF DIFFERENT DEPARTMENTS, SECTIONS AND WINGS:

1. ERAWS	Tooth brush and tongue cleaner
2. EMS	Plastic shoes
3. AMURT	Fruits to patients
4. AMUPRESO	Special Housing Scheme for Poor (SHSP)
5. R-III	Umbrella
6. Medical	Peanut butter
7. Commerce	Detergent liquid

8. Industry	Detergent Powder
9. Inpro	Jam & Jelly made from kul, sidha, kusum, bauchi and siakul (to be produced by Farm)
10. Farm	Liquid soap
11. Farpro	Pencil cutter
12. Food & Care	Plastic bag
13. Neo-humanism & PCAP	Dalda made of refined oil
14. Cooperative	Phenyl
15. RU	Tridan
16. Press	Bamboo basket
17. Dharma Pracara	Paincaseva
18. MU	Agricultural implements
19. U	a) Supplying tonic to sickly meritorious students a) Shirts & shoes to higher class students
20. Fed	Hand fan
21. Sam	Artificial leather shoes
22. D	Shirt and shoes for children
23. HPMG	Musical instruments
24. PMSA	Medicinal hair oil
25. S	Supplying toilet neem soap to patients
26. SSAC	Slippers made from artificial leather

SPECIAL AND EXTRA-SPECIAL DUTIES OF SEVADALS:

Name of Sevalal	Special Duty	Extra-special Duty
1. Amurt Sevalal (AMSD)	Fight causes of human distress.	Fight out wrong philosophies with the concept of Neo-humanism.
2. Medical Sevalal (MSD)	Fight causes of diseases.	Fight wrong medical theories with the theory of Microvita.
3. Amupreso Sevalal (APSD)	Fight out causes of corruption.	Fight smuggling, black-marketing and bribery.
4. Food & Care Sevalal (FCSD)	Fight out dogma. Help persons and families in distress to stand up on their own legs.	Fight all sorts of parochialism with the ideology of universalism.
5. Eraws Sevalal (ESD)	Fight out wrong modes of teaching and impart education with the help of NH education standard.	Create public consciousness regarding education and unmasking those who go against greater human interest in the realm of education.
6. Renaissance Universal Sevalal (RUSD)	Popularise subtler aesthetic taste and replace crude taste and pornography.	Popularise dance drama, sketch drama & one-act-play and bring them to the subtler status of life.
7. Ek Manav Samaj Sevalal (EMSD)	Fight out fissiparous tendencies amongst human race and unite the entire humanity with one fraternity.	Popularise all the common features of human society and enrich different cultural expressions with the idea of NH and universalism.
8. Ready Friend Sevalal (RFSD)	Fight out spurious drugs.	Create public consciousness in favour of justice and fair play.
9. Cooperative, Farm & PCAP Sevalal (CFPSD)	Fight out socio-economic inequalities and establish universal fraternity.	Fight out all sorts of dogma based on incorrect philosophies of socio-economic nature.
10. PSD	Fight out exploiting elements.	Fight out wrong philosophy with the ideology of Prout.

11. FSD	Educate people about their rights and responsibilities with the help of Proutistic theories.	Popularise Prout co-relating it with spiritual philosophy.
12. SSD	Fight out undesirable elements. Save culture from all types of exploitation.	Fight wrong philosophy with the ideology of cultural, lingual, and occupational rights.
13. SDSD	Fight men of non-service attitude.	Unmask parties with non-service attitude.
14. HSD	Popularise devotional songs and replace cheap and degrading songs by subtle ones	Popularise philosophy of Neo-humanism co-relating it with spiritual philosophy.
15. AMSD(I)	Like AMSD	Like AMSD
16. GPSD	Like SSD	Like SSD
17. NASD	Like APSD	Like APSD
18. MSSD	Like PSD	Like PSD

SOME POLICY GUIDELINES:

23.01.89

There will be a common training centre for Post GBTC training of SD LFT(s) and SD volunteers in Pashcima Anandanagar, coming from different GBTC(s) of the world. There will be final examinations and final posting.

WT cadres of SD(s) will get their basic training in BTC(s) like other WT(s). The Post Basic Training of the SD WT(s) after being properly selected will be done at Varanasi BTC under the concerning Shramana.

11.07.1990

1. AMURT	To see that not a single human being dies in abnormal conditions.
2. F & C	To see that not a single human being dies in normal conditions.
3. PCAP	To see that not a single domestic animal dies neither in abnormal nor in normal conditions.
4. AMUPRESO	To see that not a single human being dies due to want of amenities (food, clothes, etc.) in abnormal or normal conditions.
5. R-II	To see that not a single such person dies from amongst those who do not accept help due to shyness.
6. R-III	To see that not a single person dies in fairs or other large gatherings.
7. Medical	To see that not a single person dies due to want of treatment or nourishment.

SEVADAL DUTIES

Name of Sevalal	ALMS	RELIEF
1. AMSD (Amurt Sevalal)	Two-cells-torch	Posts rescue medical treatment and medicated food (substitute of medicated food produced at Anandanagar)
2. ISD (Industry Sevalal)	Bathing Soap	Medicated food to post recovery patients
3. Inpro SD (Industrial Products Sevalal)	Plastic slipper	Towel and handkerchief
4. MUSD (Master Unit Sevalal)	High-breed seeds of rice, wheat, maize, mango, jackfruit, apple, bee boxes of ultra modern style.	Supply margarine/Dalda at cheap rate and refined cottonseed oil
5. FCSD (Food & Care Sevalal)	Cotton/woolen wrapper	Supply rice-pulp biscuits to poor people
6. RUSD (Renaissance Universal Sevalal)	Eating utensils	Baby food
7. MSD (Medical Sevalal)	Mosquito net	Arrange for transportation and admission of the patients to hospitals, nursing homes, and health centres. Look after them and also to bring them back after recovery.
8. ESD (Eraws Sevalal)	Sleeping cot	Supply drinking water in the schools through the wells.

9. EMSD (Ek Manav Samaj Sevalal)	Smokeless oven	Supply warm underwear to poor people.
10. APSD (Amupraso Sevalal)	Plastic bucket and mug	Medicated food to the under-nourished patients (patients with malnutrition)
11. Com. SD (Commerce Sevalal)	Synthetic bag	Aluminum tumbler
12. RFSD (Ready Friend Sevalal)	Half sleeve T shirt & saffron langota	Painca Seva (general aid, medical aid, aid to poor students, cheap kitchen and Narayana Seva)
13. CFPSD (Cooperative, Farm & PCAP Sevalal)	CLS on Neo-humanism and other enlightening literature.	Supply fodder to public at minimum cost (The cost should be fixed by Central Farm Secretary in consultation with the Rate Board)
14. PPSD (Press & Paper Sevalal)	Distribute Sarkar's English Grammar, Human Society - II, Sarkar's Stories, and Prayogyaner Paribhasa.	Good quality Andy wrapper
15. PSD (Prout Sevalal)	Water proof raincoat	Medicine to non-hospital patients when the same is not provided by the authorities.
16. FSD (Federation Sevalal)	Satranji and pillow to each poor family	Glass pot and glass tumbler produced at Anandanagar.
17. SSD (Sama Sevalal)	Board, and Rolling pin	Supply irrigation water from well, tank, and lift irrigation.
18. SSACSD (SSAC Sevalal)	Water bottle	Players jersey (sport jumper)
19. SDSD (Seva Dharma Sevalal)	White comb and mirror	Medicine to hospital patients if not provided by authorities.
20. HSD (HPMG Sevalal)	Cooking utensils	Supak (Aragru Veddhi) (Bellows)
21. PMSASD (PMSA Sevalal)	Plastic tiffin box	Woolen scarf/silken scarf
22. PMSD (Prashiksana Matha Sevalal)	Caryacarya - III, Yogic Treatment and Natural Remedies or preserved cooked food/sweet corn flakes or vegement.	Paraffin candle

SEVADAL GB TRAINING CENTRES AROUND THE WORLD

Name of Sevalal	Place	Sector
1. AMSD	Lagos (Nigeria)	Nairobi
2. MSD	Verona (Italy)	Berlin
3. APSD	Monterrey (Mexico)	New York
4. FCSD	Ipoh (Malaysia)	Manila
5. ESD	Auckland (New Zealand)	Suva
6. RUSD	Singapore (Manila)	Manila
7. EMSD	Athens (Greece)	Qahira
8. RFSD	Amsterdam (Netherlands)	Berlin
9. CFPSD	Helsinki (Finland)	Berlin
10. PSD	Melanie (Australia)	Suva
11. FSD	Guatemala	New York
12. SDSD	Tel Aviv (Israel)	Qahira
13. HSD	Valencia (Italy)	Berlin
14. SSD	Rio de Janeiro (Brazil)	George Town
15. PMSASD	Perth (Australia)	Suva
16. PMSD	Ulan Bator (Mongolia)	Hongkong
17. SSACSD	Asuncion (Paraguay)	George Town
18. ISD	Lima (Peru)	Brazil
19. Inpro SD	Los Angeles (USA)	New York
20. Com SD	Batugaja	Manila
21. MUSD	Durban	Nairobi
22. PPSD	Khavarsk	Hongkong
23. GPSD	Washington DC	New York
24. AMSD (L)	Oslo (Norway)	Berlin
25. NASD	Zagreb (Croatia)	Qahira
26. MSSD	Tukuman	
27. MUSD(L)	Gympie (Australia)	Suva
28. PMSD(L)		

MARCH 1990

There will be SD Secretaries for all global level Sevadals under the Central SD Secretary like the following:

Name of Sevalal	Sevalal Secretary
1. EMSD	EMS Secretary
2. CFPSD	Farm Secretary
3. MSD	Medical Secretary
4. AMSD	AMURT Secretary
5. RUSD	RU Secretary
6. FCSD	Food & ... Secretary
7. APSD	Amupreso Secretary
8. RFSD	Neo Humanism Secretary
9. ComSD	Commerce Secretary
10. Inpro SD	Inpro Secretary
11. ISD	Industry Secretary
12. PSD & SSD	SGU
13. FSD	Federation Secretary
14. SDSD	SGD
15. PMSASD	PMSA Secretary
16. HSD	HPMG Secretary
17. PMSD	GTS
18. SSACSD	SSAC Secretary
19. ESD	Eraws Secretary - I
20. MUSD	MU Secretary
21. PPSD	Press & Printing Secretary

There will be PPP (3P) SD, i.e., Press, Printing & Paper SD under SD Secretary will following specific duties.

1. Economic viability and popularity of paper (PRS)
2. Economic viability and popularity of Press (Press Secretary)
3. Security

ITEMS OF SD REVIEW:

1. General duty
2. S duty
3. APSD duty
4. AMSD duty (Relief)
5. WT
6. LFT

ESTABLISHMENT POLICY OF SD:

1. Area level (inspector) - WT general
 2. Provincial/Zone - WT miscellaneous SF
 3. Dit and below - WT miscellaneous NSF
- If competent WT is available in District level and below, LFT miscellaneous SF may be posted
- LFT miscellaneous NSF may be posted as F-cad (volunteers)